WCYHA DONATION TRACKER

(Tournaments & Events)

NAME OF EVENT: _____

DATE OF EVENT: _____

MANAGER/POINT PERSON: _____

DONATIONS:

DONOR	CASH $	CHECK $	BASKET & CONTENTS	DONOR SIGNATURE	DONOR EMAIL

X_____ _____ **X**_____ _____

SIGNATURE OF MANAGER/POINT PERSON **DATE** **SIGNATURE OF WCYHA EXECUTIVE** **DATE**

BEFORE EVENT:
TRACKER MUST BE SIGNED BY MGR/PP AND A WCYHA EXECUTIVE THE WEDNESDAY BEFORE THE EVENT. MGR KEEPS COPY & EXECUTIVE PUTS COPY IN TREASURER'S MAILBOX. (EXECUTIVES ARE THE PRESIDENT, VICE PRESIDENT, TREASURER & SECRETARY)

AFTER EVENT:
RECEIPTS FOR PRODUCTS PURCHASED FROM DONATED CASH/CHECKS, MUST BE STAPLED TO FORM & PUT INTO THE TREASUER'S MAILBOX, BY THE MGR/PP, NO LATER THAN ONE WEEK FROM DATE OF EVENT

EXTRA MONIES SPENT AND NOT PART OF DONATIONS WILL NOT BE REINBURSED UNLESS PREVIOUSLY APPROVED BY THE EXECUTIVE COMMITTEE